

Task completed	Download all the attached forms
	Print the following forms
	SIJYC Informational Flyers
	Prayer for teens
	Hotel room arrangements
	Letter of Safe Environment Compliance
	Getting the word out
	Place advertisement in bulletin
	Give information to adults and teens who will attend
	What you need from the adult leaders
	Adult volunteers VIRTUS training complete
	Adult volunteers "Summit" background checks complete
	Adult on-line registration completed
	Adults have read the SIJYC Rules and Regulations
	Adults have read the Code of Conduct
	Adults have read the Technology Policy
	Adults have read the Social Media Policy
	What you need from the youth participants
	Youth on-line registration completed
	Youth have read the SIJYC Rules and Regulations
	Complete Registration Process
	Complete hotel arrangement forms
	Obtain letter of insurance if a group from outside the Albany Diocese
	Obtain letter from Parish of Safe Environment Compliance for Adults
	Make check out to St Isaac Jogues Youth Conference
	Mail all forms and monies to: St. Isaac Jogues Youth Conference, P.O. Box 4047, Clifton Park NY 12065
	After the Conference
	Please have all adults and teens complete our survey monkey
	Please put the conference on your calendar for July 12, 13, 14, 2019